

## **Assistant Producer**

**(Talent Development/ Artists & Companies/ CoC 2021 projects – focus on community artists, disability-led & South Asian work)**

**Responsible to:** Creative Producer, Belgrade Theatre and specific artists/companies where appropriate

**Responsible for:** Varies depending on artist, company or project

**Location:** Needs to be based in the Midlands – Divided between online/ in-person. Some of the role will be performed at the Belgrade Theatre

**Contract:** Freelance

**Start date:** July 2021

**Fee:** £5200 to work over a 6 month period (July 2021 – January 2022) calculated at ITC rates of £100 per day, 2 days per week with flexibility around projects

### **Role summary:**

We are looking to recruit a freelance Assistant Producer to support the Creative Producer and other Producers across a range of projects and with some of Coventry's freelance artists and companies. This role is likely to include supporting some of the Belgrade Springboard companies and the freelance artists/communities involved in the Coventry City of Culture programme with core activity, and working with the Creative Producer and others to consolidate the Belgrade's Talent Development programme in collaboration with artists. There will also be an additional focus supporting community artists, and artists as part of our South Asian and disability-led programming. The specifics of the role will be further confirmed in collaboration with the appointed Assistant Producer (and the areas of development they hope to make) and according to the needs of the freelance artists involved in consultation. There is opportunity for on-the-job learning for this role.

As a role that is being funded by Belgrade Theatre's Garfield Weston funding, the objective is to provide assistant producing support to freelance artists and companies as a means to free space for them to dedicate more time to being artists. The objective is that this Assistant Producer is funded for the first 6 months with the hope to apply for funding or dovetail a further opportunity to continue or better still develop into a producer in some capacity. It is therefore essential that those who apply are interested in developing their career and continuing to support artists and companies in the West Midlands, and they can commit the minimum of 2 days per week with some flexibility around projects.

As part of their role, the Assistant Producer will also work with our comms team to capture their journey throughout for both evaluative and learning purposes and to share publicly.

The Theatre Industry is disproportionately represented by people who are white, able-bodied and from a narrow range of socio-economic backgrounds. The Belgrade Theatre is on a journey to change this and **we actively seek to encourage applications for this role from those who are currently under-represented in the Theatre Industry.** We are committed to increasing the diversity of those working in and for our organisation, in whatever capacity. We believe that inviting and supporting applications from people with a diverse range of backgrounds, identities and life experiences strengthens and enriches the work that we do.

### **Role Responsibilities:**

- Work with the producers to support administration and core activity for some Springboard Companies and freelance artists to enable them more time and space to dedicate to artistic practice
- Work with producers to support community artists, artists as part of our South Asian and disability-led programming

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- Administrative support for community artists, artists as part of our South Asian and disability-led programming
- Support producers to administer contracts and budgets
- Be a point of contact and positive liaison between artists and the building
- Be a supportive, creative and facilitative presence for freelance artists/ companies and community groups producing work as part of Coventry City of Culture
- Collaborate with and support the Creative Producer to develop and produce opportunities and programmes to better serve local and regional artists, making processes more transparent and identify access points for artists
- Work with other Belgrade producers to support emerging artists and creative people involved in Coventry City of Culture 2021 projects with administration and assistant producing tasks

### **Person specification/Qualifications**

#### Essential:

- experience assistant producing arts projects
- solid communication skills
- excellent organisation skills
- strong interpersonal skills, a team-player but also someone who works well independently
- the ability to use your initiative and make decisions under pressure.
- A passion and commitment to our vision and mission, and the compassion and understanding to listen and support artists and companies, especially those who experience or support those who experience barriers to working in the arts
- Strong interpersonal and problem solving skills and extremely resourceful
- An openness, a belief in representation in the arts, arts in health and wellbeing and a desire to see positive change within the arts
- Knowledge of/ lived experience of marginalised/underrepresented communities or those who experience barriers to working in the arts
- An openness to learn and a 'jump in' attitude

#### Desirable:

- understanding of budgets even if no experience managing them
- Some understanding of arts fundraising even if not yet written a fundraising bid
- Some understanding of access policy and best practice, and of campaigns/movements including More Than a Moment, We Shall Not Be Removed and recommendations made in light of the Big Freelancers Report
- Understanding of ACE Let's Create strategy
- Community and outreach work and strategies
- Technical theatre knowledge

**Apply to [Hbarker@belgrade.co.uk](mailto:Hbarker@belgrade.co.uk) by 10am, Monday 21 June with:**

- Your CV
- A brief something about you
- A brief description of why you feel like this is the right fit for you and why you're the right fit for it

**All formats are welcome (email, video etc) and please do let us know if you have any barriers to applying and ongoing access needs so we can support appropriately. And do not hesitate to get in touch if you have any questions.**